

A.D. 10.2, Inmate Education

Prepared for signature 4/12/99 - effective 5/17/99

1. Policy. The Department shall provide educational services and access to educational programming to inmates.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 4-36, 10-13 through 10-175, 17a-101 through 17a-103, 18-81, 18-99a and 18-99b.
 - B. Family Educational Rights and Privacy Act (FERPA) of 1974.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4150 through 3-4156, 3-4391 and 3-4410 through 3-4422.
 - D. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-3E-04, 3-ALDF-58B-01 and 3-ALDF-5B-02.
 - E. Public Acts 89-313 and 94-142 (IDEAA-97).
 - F. Administrative Directives 2.9, Employee Recognition; 6.6, Reporting of Incidents; 9.5, Code of Penal Discipline; and 10.1, Inmate Assignment and Pay Plan.
3. Definitions. For purposes stated herein, the following definitions apply:
 - A. Adult Basic Education (ABE). Instruction in language arts, mathematics, science, social studies, and reading which equate to curriculum offerings in public schools grades one (1) through eight (8).
 - B. Beginning Educator Support Training (BEST). Program mandated by the Connecticut State Department of Education to assist teachers new to the teaching profession.
 - C. Extension Curriculum. An educational program, integrated into the regular curriculum, which covers the topics of Family Education, Transition Skills, Sexual Harassment, and HIV/AIDS.
 - D. General Education Development Preparation. Instruction in language arts, mathematics, social science, science, and reading which equates to curriculum offerings in public schools grades nine (9) through 12.
 - E. Literacy Volunteers of America (LVA). An active core of volunteers who help provide students with basic literacy skills.
 - F. Post-Secondary Education. Programs designed to prepare individuals for paraprofessional, professional and technical occupations.
 - G. Prospective Apprenticeship Program. A partnership with the Connecticut Labor Department which allows students to earn apprenticeship credit that is transferable upon release.
 - H. School to Career. A system designed to provide opportunities for school based learning, work based learning and connecting activities between school and work in order to prepare students for transition, immediately or eventually, into the world of employment.
 - I. Special Education. Programs designed to assist individuals identified as educationally disabled who require special education programming and/or related services.
 - J. Teaching English to Speakers of Other Languages (TESOL). Programs

designed to provide instruction in language arts, mathematics, and reading for individuals dominant in a foreign language.

- K. Technical Preparation (Tech. Prep.). Program coordinated with the State community-technical college system, taught by school district staff, granting transferable college credits.
- L. Unified School District #1. A legally constituted School District and unit of the Division of Programs.
- M. Vocational Education. Instruction designed to prepare individuals for employment in skilled and occupational trades.

4. Administrative Responsibility.

- A. The Superintendent of Schools, as the administrative head of Unified School District #1, shall have executive authority over the school system and responsibility for its supervision in accordance with Connecticut General Statute, Section 10-157. The Superintendent shall consult with Unit Administrators concerning educational programs provided by the School District. The Superintendent shall appoint and separate staff in accordance with Connecticut General Statute, Section 10-151, and applicable provisions of the collective bargaining agreements between employees of the School District and the State of Connecticut.
- B. Each school in the District shall have oversight through a principal or department head. In a case where staff size does not warrant an on-site administrator, a principal or department head shall be assigned satellite responsibility.
A principal shall report to the warden or designee regarding matters dealing with institution operations, and to the Superintendent of Schools or designee with respect to matters concerning education.

A principal shall be supervised and evaluated by the Office of the Superintendent of Schools. All instructional and education support staff shall be supervised and evaluated by a principal or designated department head.

- C. School District personnel shall assess the education needs of inmates. In accordance with the Department's classification system and based on the assessment, inmates are placed in appropriate academic or vocational programs. An inmate's educational assignment may be changed through documented academic progress or reclassification review subject to legal requirements for those identified as educationally disabled.
- D. If safety, security or classification requirements necessitate the modification of a student's Individualized Education Plan (IEP), the modification must be designed through the Planning and Placement Team (PPT) process.
- E. Programs in education shall be monitored as mandated by properly certified educational personnel in accordance with Connecticut General Statutes, Section 10-145.
- F. Effective procedures shall be established for conducting School District business, including but not limited to, student attendance, academic records, school safety, education program management and discipline.

5. Acceptance of Federal Funds, Gifts and Bequests. The School District

shall apply for Federal funds for which the District has qualified consistent with any Department Directive governing such application. The District, as authorized by the Superintendent, may accept donations of materials, equipment, and services which promote goals and support educational programs. Decisions to accept all bequests and gifts shall be made by the Superintendent or designee in consultation with the Deputy Commissioner of Programs.

6. Inmate Labor. Inmates may be employed as clerks or tutorial aides, but shall not serve in any other capacity which places them in a position of supervising other inmates or having access to personally identifiable educational data, in accordance with Administrative Directive 10.1, Inmate Assignment and Pay Plan.

7. Educational Programming.

- A. Curriculum. The Unified School District #1 shall provide curriculum guides for all instructional programs. Such guides shall be subject to review and revision as dictated by ongoing curriculum evaluation and advances in educational practice.
- B. Equal Access. The Unified School District #1 shall provide equal access to all educational programs.
- C. Prospective Apprenticeship Program. The Unified School District #1, in concert with the Department of Labor, shall offer the opportunity to students to earn apprenticeship credit that is transferable upon release.
- D. School Calendar. The Unified School District #1 shall establish an annual school calendar which provides for hours of instruction in accordance with Connecticut General Statute, Section 10-145.
- E. School Day. The Unified School District #1 shall offer programming for days as provided in the school calendar. Such offerings shall conform to the State Department of Education's definition of the "length of school day".
- F. Student Find. The Unified School District #1 shall actively identify and recruit under 21 year old students. Each school site shall implement student find activities in accordance with this Directive.
- G. Student Assessment. The Unified School District #1 shall conduct student assessment including, but not limited to, dominant language, vocational aptitude and interest, academic achievement, and Special Education eligibility.
- H. Teaching English to Speakers of Other Languages. The Unified School District #1 shall provide a program in the study of reading, writing and speaking English for individuals whose dominant language is other than English and may be limited in English proficiency.
- I. Special Education. The Unified School District #1 shall provide programs in Special Education and related services for individuals referred, identified, and recommended for such programming in accordance with Section 10-76 of the Connecticut General Statutes.
- J. Vocational Education. The Unified School District #1 shall offer programs of instruction in skilled and occupational trades designed to prepare individuals for employment.
- K. Adult Basic Education (ABE). The Unified School District #1 shall provide programs in Adult Basic Education and life skills which includes modules in transition skills, family education, sexual

harassment, HIV/AIDS and other prescribed courses of study as per Connecticut Education Law.

- L. General Educational Development (GED). The Unified School District #1 shall provide instruction for students functioning above an 8th grade level who wish to earn a High School Equivalency diploma through appropriate study and the examination process as per the State Board of Education and Connecticut Education Law.
- M. Post-Secondary Education. The Unified School District #1 may arrange for the provision of post-secondary education.
- N. Health, Safety and Substance Abuse. The Unified School District #1 shall offer programs in health instruction to include information specific to the Acquired Immune Deficiency Syndrome, substance abuse and suicide prevention as per the Connecticut Education Law.
- O. The Arts. The Unified School District #1 shall work in concert with other units within the Department of Correction to promote instruction and related activities which support the Arts.
- P. Physical Education. The Unified School District #1 shall support, in cooperation with recreation personnel, the provisions of physical education activities.
- Q. Libraries. The Unified School District #1 shall provide administrative oversight with regard to operation, philosophy, instructional application, and selection of volumes at each facility library.
- R. Literacy Volunteers of America (LVA). The Unified School District #1 shall assist facilities in the use of programs available through the auspices of the Literacy Volunteers of America, or other educational volunteers where appropriate.
- S. School to Career. The Unified School District #1 shall offer opportunities for school based learning, work based learning and connecting activities, such as career education and placement, in order to help students transition to the world of work.

8. Educational Records.

- A. Access. A student who is 18 years of age or older may request and shall receive a copy of his/her educational records.
- B. Duration. Records shall be maintained for the time period specified in the Family Educational Rights and Privacy Act (FERPA) of 1974.
- C. Transfer. Student records shall be forwarded when an inmate is transferred and shall be maintained at the inmate's school of attendance. Such records shall be maintained apart from the inmate Master file.

9. Personnel.

- A. Certification. The Unified School District #1 shall comply with all State Department of Education all certification regulations with respect to individuals employed by the District.
- B. Continuing Education Units (CEU). The Unified School District #1 shall provide Continuing Education Units as prescribed by Section 10-144o of the Connecticut General Statutes.
- C. Staff Recognition. The Unified School District #1 shall acknowledge the exceptional services of School District staff in

accordance with School District guidelines and Administrative Directive 2.9, Employee Recognition.

10. Students.

- A. Student Access. The Unified School District #1 shall not use exclusion, removal, in-school suspension or expulsion as a practice to deny school services to a student for disciplinary purposes. All matters pertaining to conduct shall be governed by Administrative Directive 9.5, Code of Penal Discipline.
- B. Child Abuse. The Unified School District #1 shall follow all pertinent State and Federal laws and mandates regarding the reporting of child abuse.
- C. Surrogate Parent. The Unified School District #1 shall identify students who need referrals to the surrogate parenting program. The State Department of Education shall administer surrogate parent appointments.
- D. Reporting of Incidents. In accordance with Administrative Directive 6.6, Reporting of Incidents, the Unified School District #1 staff shall immediately report any incident, circumstance or information which may impact safety, security or order.

11. Program Monitoring. The Unified School District #1 shall comply with monitoring requirements imposed by the U.S. Department of Education and the State Department of Education. In addition, the Superintendent shall ensure that School District programs are continuously evaluated.

12. Exceptions. Any exception to the procedures in this Administrative Directive shall require the prior written approval of the Commissioner.